

**Board of Civil Authority Meeting - 10/29/2020**  
**7 pm - Approved Minutes**

**BCA Present:** via Zoom - Pat Hemenway, Heather Grier, Patty Kenyon, Elizabeth Cooper, Nora Rubinstein, Leslie Silver at 7:25pm. At the town office - Terry Redfield, Neil Russell, Carl Haynes

**Public Present:** via Zoom - Chere Tournet, Julie Sperling, Tikko Sperling-Freilich, Ellis Sperling Freilich, Nita Burch-Clay, Meredith Morgan, David & Barby Carr. At the town office: Herb Childress

Terry called to order at 7:01pm

**APPROVAL OF MINUTES:** October 15, 2020

Pat H. moved to approve the minutes of October 15, 2020 as presented, Elizabeth 2<sup>nd</sup>. Ayes - Pat H, Elizabeth, Nora, Heather, Patty, Terry; Abstain - Neil, Carl. Motion carried.

**NOVEMBER GENERAL ELECTION PREPARATIONS:**

- a. **Scheduling/Staffing Update - Election Day** - Nora reported that the schedule is up to date and ready to go. There was a brief discussion about whether or not we needed another counting team. It was decided we did not need a team, but one extra person to sift through the regular ballots for missed write-ins could be helpful. Ellis volunteered to come in at 7 to take on that task.
- b. **Returned Ballots Processing - Heather/Patty** - Patty and Heather gave a brief update on initial absentee ballot processing. Things are going well, as of Tuesday we had received 255 absentee ballots.

**TRAINING SESSIONS:**

- a. **Check-in Verification/Documentation Procedures** - The group reviewed the new check in sheet and all seemed comfortable with the new format.
- b. **Staffing:** The group discussed the tasks and responsibilities of the greeters and check-in and check-out staff. Voters will be required to wear masks and staff will limit the number of people who can vote at the same time to a total of 12 staff and voters.
- c. **Accessible Voting Machine demonstration** Herb did a demo of the accessible voting machine for the check in staff/check out staff.

**OTHER LAWFUL BUSINESS (Schedule next BCA meeting)**

BCA Meeting on Monday, November 2<sup>nd</sup> to process absentee ballots into the tabulator. Start at 10am - until finished. We need at least four BCA members present. Pat H, Nora, Patty & Heather will be there.

Post-election BCA meeting set for Tuesday, November 10 @ 7pm.

**ADJOURN**

Nora moved to adjourn at 8:19pm, Neil 2<sup>nd</sup>. Meeting adjourned at 8:19pm

Respectfully submitted

Patty Kenyon, Clerk